

Regulations for the Implementation of Distance Learning at I-Shou University

Adopted on August 29, 2007, at the first meeting of the University Academic Council in the first semester of the academic year 2007

Amendments to the Regulations promulgated with the consent from the President dated May 28, 2013

Amendments to Articles 4-5 and 14 promulgated with the consent from the President dated August 4, 2014

Amendments to Articles 1-2, 5-6, and 12-15 promulgated with the consent from the President dated November 23, 2016

Amendments to Articles 1, 2, 4-6, 12, and 14-16 adopted at the ad hoc meeting of the University Administration Council on January 4, 2023, and promulgated with the consent from the President dated February 13, 2023

Amendments to Articles 5-7, 10, and 14 adopted by the University Administration Council on January 22, 2025, and promulgated with the consent from the President dated February 10, 2025

Article 1 The Regulations for the Implementation of Distance Learning at I-Shou University (hereinafter referred to as “the Regulations”) are established as per the Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education with the aim of providing students with diverse learning environments and channels and enhancing academic exchange and resource sharing.

Article 2 The distance learning mentioned herein shall mean the learning conducted through interaction between faculty members and students by means of telecommunication networks, computer networks, video channels, and other media.
The distance learning course mentioned herein shall mean a course in which at least half of the teaching hours are carried out by means of distance learning.

The teaching hours referred to in the preceding paragraph include the time for lectures, teacher-student interaction and discussion, tests, and other learning activities.

Article 3 Distance learning includes synchronous distance learning, asynchronous distance learning, and hybrid distance learning, which also apply to the courses jointly offered by I-Shou University (hereinafter referred to as “the University”) and other universities.

Article 4 Faculty members who meet the following requirements may apply to offer distance learning courses:

1. In principle, faculty members may apply to offer one distance learning course every semester. During the validity of e-learning accreditation, faculty members shall dedicate at least half of their basic weekly teaching hours to courses other than those with e-learning accreditation.
2. Faculty members are barred from applying to offer the same distance learning course for a period of two years starting the next academic year if such a course has failed the teaching survey or failed to meet the criteria established by the e-Learning Promotion Committee.

Article 5 Each academic unit intending to offer distance learning courses shall draw up a course plan. Before implementation, the course plan shall be deliberated by the Curriculum Committees at all levels, reviewed and approved by the University Academic Council, and finally ratified by the President.

The number of credits offered per semester by departments (institutes, programs, degree programs) for distance learning courses at each grade level shall not exceed half of the total required course credits for that grade level.

Article 6 The course plan mentioned in Paragraph 1 of the preceding article shall detail the course objectives, target students, syllabus, teaching methods, teacher-student interaction and discussion, scoring criteria, and other supplementary information. The course plan shall be announced online for reference as well.

Article 7 Faculty members shall teach for eighteen hours per credit per distance learning course. In addition, an email address and other contact information shall be provided, and teaching materials uploaded, for the purpose of bilateral communication between faculty members and students.

Article 8 Both faculty members and students shall have respect for intellectual property rights and abide by the applicable laws and regulations when producing or using digital teaching materials.

- Article 9 During a synchronous distance learning course, there shall be administrative personnel or technicians stationed in both the delivery and reception classrooms to provide possible assistance.
- If the course is unable to continue due to system failure or for other reasons, the faculty member shall provide the reception classroom with a video or DVD, or they can make up the class via the Video on Demand.
- Article 10 Instructors of distance learning courses may evaluate students' performance in the classroom or online by means of midterm exams, final exams, reports, or assignments, and they may hold quizzes if necessary.
- Article 11 In principle, the score on a distance learning course shall be given by the faculty member in the delivery classroom. Students passing the course will be awarded course credits, which will be included in the required credits for graduation.
- To earn a degree, the number of credits earned through distance learning shall not exceed half of the total credits required for graduation.
- Article 12 To offer an e-learning in-service master's program, the University shall apply to the Ministry of Education for approval in accordance with the Operation Directions Governing Applications to Offer Digital Programs and the Associated Review Procedure and other applicable laws. The total number of credits required for graduation is not subject to the restriction mentioned in Paragraph 2 of the preceding article.
- The admission quota for an e-learning in-service master's program is 30, and the program shall be offered and recruit students within the effective period prescribed by the Ministry of Education. The aforesaid admission quota shall be included in the total admission quota allocated by the Ministry of Education. Notwithstanding the foregoing, the aforesaid admission quota may not be included in the total admission quota allocated to the University if prior consent from the Ministry of Education has been obtained.
- The diploma conferred on graduates from an e-learning in-service master's program shall clearly indicate distance learning as the way of teaching.
- Article 13 To offer distance learning courses through international cooperation, foreign partner universities shall be those included in the Database for the Reference List of Foreign Universities announced by the Ministry of Education or recognized by the local competent authorities or certified educational accreditation organizations.
- Article 14 At the end of every semester, each academic unit that offers distance learning courses shall compile an evaluation report, including the course plan, teaching materials,

teacher-student interaction records, evaluation records, students' class records, assignments, and reports, and submit the report to the Curriculum Committee at all levels for review.

The evaluation report shall be stored for at least five years as an important reference to teaching surveys or on-site visits.

To assure the quality of distance learning courses and student learning outcomes, the e-Learning Promotion Committee shall review distance learning courses every semester. Faculty members will be recommended to apply for e-learning accreditation if their distance learning courses pass the review. Faculty members are not permitted to apply to offer the same distance learning course if they do not apply for e-learning accreditation after being recommended.

Article 15 Matters not mentioned herein, if any, shall be subject to the Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education, the Instructions on Handling Examination and Application for Certification of E-Learning Courses by the Ministry of Education, the Academic Rules of I-Shou University, and other applicable regulations and rules of the University.

Article 16 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.